

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2322A3

Page 1 of 1

Agency

College Savings Plans of Maryland

Division/Unit

Item No.	Description	Retention
	Amendments to Schedule 2322	
3	<p>Disbursement Letters to Colleges</p> <ul style="list-style-type: none"> • Copy of payments to colleges, including check, letter to customer and all additional back-up materials. • Eligibility Forms • Confirmation to schools • Delayed benefits 	Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for 33 years, then destroy.
4	<p>Lock Box Payment Journals</p> <ul style="list-style-type: none"> • Daily journal listing of College Savings Plans of Maryland customer's payments sent directly to its P.O. Box (SunTrust Bank) via coupons or payment stubs • Invoices not sent to Account Holders because of zero balances 	Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for 28 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date: March 30, 2010 _____

Signature: Joan Marshall

Typed Name: Joan Marshall _____

Title: Executive Director _____

Schedule Authorized by State Archivist

Date 8 Apr 10

Signature Edward C. J. [Signature]

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE _____ OF _____	
1. Department/Agency College Savings Plans of Maryland		2. Division N/A		3. Unit N/A	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Disbursement Letters to Colleges				5. Earliest Year/Latest Year 2001 to FUTURE	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 1. Confirmation to Schools – Memoranda are faxed to appropriate schools to confirm that payment requests have been submitted on behalf of Beneficiaries who are enrolled in their institutions for a given semester. 2. Delayed Benefits – Account Holders inform the Maryland Prepaid College Trust via the Benefits Claim Form when they want to delay the use of their benefits for a given semester.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) _____		8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) <u>By</u> semester		9. Volume <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number _____ Other (specify) _____	
11. File is Used Daily Weekly Monthly Annually As needed		12. File Becomes Inactive After _____ Month(s) Year(s) Number _____			
13. Current Location(s) (Bldg., Floor, Room) 217 E. Redwood Street, Suite 1350 Baltimore, MD 21202		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes No		16. Audit Requirements None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No		18. Recommended Retention Retain in the agency for four years and until all audit requirements have been fulfilled, then transfer to the State Records Center for 33 years, and then destroy.			
19. Name and Title of Preparer Dana Brooks Accountant		20. Telephone Number 443-769-1022		21. Date March 26, 2010	

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DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Lock Box Payment Journals				5. Earliest Year/Latest Year 2001 to FUTURE	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Invoices – The Maryland Prepaid College Trust has invoices that were not mailed because the Account Holders had zero balances.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) _____		8. Record Series Sequence Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____ <hr/> 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____	
11. File is Used Daily Weekly Monthly Annually As needed			12. File Becomes Inactive After _____ Month(s) Year(s) Number		
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19. Name and Title of Preparer Kristin Harrison Receptionist		20. Telephone Number 443-769-1033		21. Date March 26, 2010	